

Security Assistance Network (SAN) User Administration

Note: All user group administrators can accomplish the following functions for the SAN Web registered users in their user group. Higher level user group administrators can administer all of the user accounts in the subordinate user groups under them. On the **SAN**, click on **User Information** and then **List user groups and members** to see a current listing of all user groups and their administrators. Registering a user on the SAN Web **does not automatically** establish an **Email account** for the user. This must be done separately.

Contact Mr. Jim Hensley at DISAM, james.hensley@disam.dsca.osd.mil

User Administration

All user group administrators must have access to the **User Administration** function on the SAN Web **main menu**. If you do not, contact Mr. John Clelan at DISAM (see *Preface* for contact information).

Log on the **SAN**. (SAN URL address is <https://san.osd.mil/san/login>)

Click on **User Administration** on the SAN Web **main menu**.

There are *three* ways to access the **user accounts** that you are responsible for.

Click on **Work with all of your users** to access *all users* in *all user groups* that you administer.

Then, *click* on the **first letter** of the last name to go to the page containing the desired user.

Or.....

Add user to one of your groups - Send mail to all user shown						
Goto Page where Lastname starts with: A B C D E F G H I J K L M N O P Q R S T U V W Y Z Other						
Select action from table below - Lastnames starting with						
Modify User	Organization\\ Job Title	Ctry/Loc Code\\ CLASS	Change Grp or Remove	Last Login Last Email	SAARMS\\ ISTL	Status
AWN1 ABAZA	MAP FSN JORDAN\\	JO\\	1C2D	09/17/2001 04/08/2002	None\\ JO	ACT
MS MARI ABBATE	NETSAFA (CENTCOM, CTRY MGR)\\ TRNG MGR	NAV\\	1A2	04/08/2002 04/19/1999	None\\ None	ACT mari.s
MR YORONTOU ABDOU	DAO NIAMEY, NIGER\\ PROGRAM ASSISTANT	NK\\	1C3	04/05/2002 N/A	None\\ NK	ACT YC

To find the user faster (without calling up all of your users) *click* on **Work with a few of your users**.

Type in the first few letters of the last name and click on **Find matching users**.

Or.....

User Administration	
Select User	
Enter first few letter of user's last name	<input type="text" value="mik"/>
Enter first few letter of user's user name	<input type="text"/>
Enter first few letters of Country/location code	<input type="text"/>
Enter CLASS (O-1-01 or TO-1-01 for example)	<input type="text"/>
Enter cut-off date for last system use	<input type="text"/>
<input type="button" value="Find users matching ANY of above"/>	<input type="button" value="Find users matching ALL of above"/>
<input type="button" value="Previous Menu"/>	

To access all users in a specific user group, *click* on **Work with one of your user groups**.

Click on the **Group ID** number to access the list of all users in that group.

Main admin menu	
Select user group to work with	
Group ID	Group Name
1	SECURITY ASSISTANCE
1A	TRAINING
1A1	ARMY TRAINING
1A1A	ARMY TRAINING-SATMO
1A1B	ARMY TRAINING-WEST
1A1C	ARMY TRAINING-EAST
1A2	NAVY TRAINING
1A2A	NAVY TRAINING-WEST
1A2E	NAVY TRAINING-EAST
1A3	AIR FORCE TRAINING
1A3A	AIR FORCE TNG-IMSOs
1A4	MARINE CORPS TRAINING
1A5	COAST GUARD TRAINING
1A6	DLIELC

After you have located the user, *click* on that person's **hyperlinked** name in the list of users to **access** the user's account. To **change the assigned user group** or **remove the user**, see applicable instructions at the end of this Appendix.

Once you have accessed the person's **User Account Information** screen, you can make any desired changes to the user account.

An **active account** requires a *valid*:

- **User Name**
- **Password**
- **Password Expiration Date**
- **Active check box**

Done	Abort	Modify user's ISTL access - Modify user's ISAARMS access	
FORENAME <input type="text" value="MR"/> FIRSTNAME <input type="text" value="MOHAMAD"/> MIDDLE INITIAL <input type="text" value="H"/> LASTNAME <input type="text" value="MIKKAWY"/>			
USERNAME <input type="text" value="MMIKKAWY"/>		PASSWORD <input type="text" value="AAAAAAAAA"/>	EXPIRATION DATE <input type="text" value="05/15/2002"/> ACTIVE <input checked="" type="checkbox"/>
ORGANIZATION <input type="text" value="OMCEGYPT"/>		CNTRY/LOC CODE <input type="text" value="EG"/>	ROLE <input type="text" value="SAO Training"/>
JOB TITLE <input type="text" value="TRAINING ADMIN"/>		OFFICE CODE <input type="text" value="OMC-TNG"/>	CLASS <input type="text" value="-"/>
SAN AFFILIATION - ORGANIZATION <input type="text" value="USCENTCOM"/>			
RESPONSIBILITIES <input type="text" value="TRAINING ADMINISTRATOR"/>			
MAILING ADDRESS <input type="text" value="OMCEGYPT-TNG"/>			
<input type="text" value="UNIT 64901, BOX 29"/>			
CITY OR LOCATION <input type="text" value="APO"/>		STATE <input type="text" value="AE"/>	ZIPCODE <input type="text" value="09839"/>

EXPRESS MAIL ADDRESS	<input type="text"/>		
	<input type="text"/>		
CITY OR LOCATION	<input type="text"/>	STATE <input type="text"/>	ZIPCODE <input type="text"/>
MESSAGE ADDRESS	<input type="text"/>		
INTERNET ADDRESS	<input type="text" value="mmikkawy@san.osd.mil"/>		
COMMERCIAL PHONE	<input type="text" value="20-2-357-3979"/>	FAX NUMBER	<input type="text" value="20-2-357-2273"/>
		DSN	<input type="text" value="725-1456X3979"/>
Account was requested by:			
<input type="button" value="Done"/> <input type="button" value="Abort"/> Modify user's ISTL access - Modify user's ISAARMS access			

Informational content must conform as follows:

1. **Forename**—Enter Mr, Ms, MAJ, Lt Col, etc.
2. **Username**—Enter First Initial followed by Last Name
3. **Password**—Enter 8 characters: alpha, numeric, special, & upper/lower case.
4. **Expiration Date**—Can be up to 90 days.
5. **Active**—Check to make account active.
6. **Organization**—Example “OMC Egypt.”
7. **Cntry/Loc Code**—Two character FMS code, Chap 6 of SAMM.
8. **Role**—Example “SAO Training,” etc.
9. **SAN Affiliation**—Unified Command for SAOs.
10. **Mailing Address**—Office mailing address.
11. **Internet Address**—E-mail address used on daily basis.
12. **Commercial, FAX, DSN Telephone No's**—All applicable

Obviously, a user group administrator can **find** a **forgotten password**, **change user information**, and **reactivate** a **user account** in this function.

Click on **Done** to save any changes.

Click on **Continue** or the **Back** button to return.

Modifying Access to STL (Training) Data

Click on **Modify user's STL access** after accessing the **user account** information above.

Then **click** on **Change User's Country/Service Access**.

If needed, enter the **user name** and click on **Continue**.

Click on the **country code** in the drop down menu after **Add Access to country** and click on **ADD Country**.

Accept the **default** selection of **all** Service programs, unless the user manages only one specific service program (E.g.. Air Force program in Saudi Arabia).

Click on **Save**.

Click on **Continue** or the **Back** button to return.

Note: Unified Command personnel should be given access to the training data for all countries within their Unified Command. Certain other users will need to have access to the data for all countries (X7).

To do this, instead of **clicking** on **Change User's Country/Service Access** above--

Click on **Change User's Unified Command/School(X7) Status**.

If needed, **enter** the **user name** and **click** on **Continue**.

Click on the desired **Unified Command** or click on **Schools(X7)** to give access to all countries.

And, **click** on **Done**.

Modifying Access to ISAARMS

Contact Mr. Mike Layton, Michael.Layton@disam.dsca.osd.mil at DISAM to set ISAARMS access.

Registering A New User (Inputting All Data Manually)

Click on **User Administration**.

Click on **Add user to one of your groups**.

Select correct **user group** that person should be in.

Scroll to the bottom and click on **Add user manually**.

Type in all data (in **CAPs**) in accordance with example given in this *Appendix*.

- **Username** should be *first initial, last name* (add middle initial if username conflict).
- **Password** should be the *first name* (if less than six char's, add as needed).
- **Expiration Date** of password should be set for six months from current date.
- Click on **Active** toggle.

Scroll to bottom and click on **Done**.

Click on **Continue** or the **Back** button to return.

Registering A New User (From A Registration Request)

Click on **User Administration**.

Click on **Add user to one of your groups**.

Select correct **user group** that person should be in.

Scroll to the bottom and click on **Add currently available user**.

Select the user **by name** from the list of POC users who have not yet been assigned to user groups. Click on the **name** of the user.

Click on **Continue** or the **Back** button to return.

Then, using the procedures as above, go into the user's account and **activate the account** by ensuring that a **Username**, **Password**, valid password **Expiration Date**, and the **Active** toggle are completed.

Moving A User To A Different User Group

Locate (find) the user as discussed in the beginning of this *Appendix*.

Click on the **Group ID** number in the **Change Group/Remove** column.

Click on the **Group ID** number of the *new* user group.

Click on **Continue** or the **Back** button to return.

Deleting A User

Locate (find) the user as discussed in the beginning of this *Appendix*.

Click on the **Group ID** number in the **Change Group/Remove** column.

Click on **Remove user from group** in the next screen that appears.

Click on **DELETE** to delete the user completely from the system.

Click on **Continue** to execute the complete deletion.

Click on **Continue** or the **Back** button to return.

